



## **IMPORTANT INFORMATION FOR COMPLETING AND SUBMITTING THE AUTHORIZATION FORM**

Dear Valued Client,

To proceed with the handling of your export transactions, J.O. Alvarez, Inc. requires your written authorization to act as your authorized agent for transmitting electronic export information. This authorization ensures compliance with U.S. export control laws and facilitates the seamless processing of your export shipments.

You may fulfill this requirement by submitting the attached Authorization Form on your company's letterhead or providing a valid Customs Power of Attorney (POA). Please ensure the submitted document is accurate, signed by an authorized representative of your company, and accompanied by any necessary supporting documentation.

The conditions for a customs broker to act on behalf of a producer under trade agreements like the United States-Mexico-Canada Agreement (USMCA) are governed by regulations such as:

- **19 CFR §111 - Customs Broker Responsibilities:**  
This section outlines the conditions under which customs brokers can act as agents for clients, including the requirement of a POA for representation.

For additional guidance or if you have any questions, please do not hesitate to contact us. We value your partnership and are committed to providing you with exceptional service.

Thank you for your cooperation.

Best regards,

J.O. Alvarez, Inc.

**WRITTEN AUTHORIZATION TO PREPARE OR TRANSMIT  
ELECTRONIC EXPORT INFORMATION**

Dear Valued Client,

At J.O. Alvarez, Inc., we are committed to ensuring the seamless handling of your export transactions while maintaining compliance with all regulatory requirements. To facilitate the efficient processing of your export shipments, we request your authorization to act as your agent for transmitting electronic export information.

Please complete the authorization form below and return it to us at your earliest convenience. We appreciate your cooperation and look forward to continuing to serve you with excellence.

I, \_\_\_\_\_, (*U.S. Principal Party in Interest*) authorize J.O. Alvarez, Inc. to act as authorized agent for export control, U.S. Customs, and Census Bureau purposes to transmit such export information electronically that may be required by law or regulation in connection with the exportation or transportation of any goods on behalf of said U.S. Principal Party in Interest.

The U.S. Principal Party in Interest certifies that necessary and proper documentation to accurately transmit the information electronically is and will be provided to the Authorized Agent. The U.S. Principal Party in Interest further understands that civil and criminal penalties may be imposed for making false or fraudulent statements or for the violation of any U.S. laws or regulations on exportation and agrees to be bound by all statements of said authorized agent based upon information or documentation provided by the U.S. Principal Party in Interest to said authorized agent.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_